

Wednesday, January 21, 2004

**REPORTING OF THE RECORD TASK FORCE  
BUSINESS MEETING**

**Administrative Office of the Courts  
Southern Regional Office  
2233 North Ontario Street  
Suite 100  
Burbank, CA 91504  
Phone: 818-558-3060**

**Wednesday, January 21, 2004  
1:00 p.m. to 5:30 p.m.**

**AGENDA  
THIS AGENDA IS SUBJECT TO CHANGE**

**(Items Not Completed on This Day Will Carry Over to the Next Day)**

<b>Tab</b>	<b>Time</b>	<b>Item</b>	<b>Action Required</b>	<b>Presenter/Facilitator</b>
	1:00 – 1:05 p.m.	<b>Opening Remarks</b>	❖ None	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:05 – 1:35 p.m.	<b>Public Comment</b>	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:35 – 1:45 p.m.	<b>Major Accomplishments from the Last Meeting</b>	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:45 – 1:50 p.m.	<b>January Meeting with the Court Reporting Profession Regarding Electronic Recording</b>	❖ None	Administrative Presiding Justice James A. Ardaiz

Wednesday, January 21, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:50 – 5:20 p.m.	<b>The Courts' Transition from Paper to Digital Transcripts</b>  <b>Break</b>	❖ Address the Courts' Current Readiness to Receive, Transmit, and Store Digital Records (Rather Than Paper Copies)	Administrative Presiding Justice James A. Ardaiz  Ms. Sharon Maher, Facilitator
	5:20 – 5:25 p.m.	<b>Hotel Bag Storage and Shuttle</b>	❖ None	Ms. Claudia Ortega, Lead Staff
	5:25 – 5:30 p.m.	<b>Other Business/Adjournment</b>	❖ None	Administrative Presiding Justice James A. Ardaiz

Thursday, January 22, 2004

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**Thursday, January 22, 2004  
8:30 a.m. to 5:30 p.m.**

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<b>Tab</b>	<b>Time</b>	<b>Item</b>	<b>Action Required</b>	<b>Presenter/Facilitator</b>
	8:30 – 8:45 a.m.	<b>Recap of the Previous Day's Discussion</b>	❖ Discuss the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	<b>Public Comment</b>	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:25 a.m.	<b>Draft Minutes – December 2003</b> <ul style="list-style-type: none"><li><i>This document will be distributed on Wednesday.</i></li></ul>	❖ Discuss and Approve the December Meeting Minutes	Administrative Presiding Justice James A. Ardaiz
	9:25 – 9:30 a.m.	<b>Web site Correspondence to the Task Force</b> <a href="http://www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm">www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm</a>	❖ Discuss Any Correspondence Received	Administrative Presiding Justice James A. Ardaiz

Thursday, January 22, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
1	9:30 – 9:45 a.m.	<b>Draft Task Force Report</b> <i>Attachments – Report Sections (E-mailed):</i> <ul style="list-style-type: none"> <li>• <i>Table of Contents</i></li> <li>• <i>The Task Force: Background, Charge, Composition, and Process</i></li> <li>• <i>Primary Focus of the Task Force</i></li> <li>• <i>Definition of “the Record”</i></li> <li>• <i>The Electronic Record</i></li> <li>• <i>Statewide Training on Court Reporting Practices</i></li> <li>• <i>Uniformity of the Record</i></li> </ul>	❖ Discuss the Process, Timeline, and Draft Sections	Ms. Claudia Ortega, Lead Staff
2	9:45 – 12:00 p.m.	<b>Rules of Court 4 and 9 Pertaining to Indexing, Binding, and Paginating of Dailies for the Record on Appeal</b> <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> <li>• <i>Revision Proposed by Mr. Paul Runyon</i></li> </ul>	❖ Review and Approve Revisions	Mr. Paul Runyon, Member, Reporting of the Record Task Force  Administrative Presiding Justice James A. Ardaiz  Ms. Sharon Maher, Facilitator
	12:00 – 1:00 p.m.	<b>Lunch</b>		
	1:00 – 1:30 p.m.	<b>Transcript Format</b> <ul style="list-style-type: none"> <li>• <b>Status Review</b></li> <li>• <b>Covers for Appellate and Non-Appellate Transcripts</b></li> </ul>	❖ Review the Status of Transcript Format Recommendations; Review and Approve Sample Covers	Mr. Tom Pringle, Member of the Reporting of the Record Task Force  Ms. Sharon Maher
	1:30 – 2:00 p.m.	<b>Transcript Format – Identification of Common Events</b>	❖ Review and Approve Proposed Guidelines	Ms. Maura Baldocchi, Member of the Reporting of the Record Task Force  Ms. Sharon Maher

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<b>Tab</b>	<b>Time</b>	<b>Item</b>	<b>Action Required</b>	<b>Presenter/Facilitator</b>
	2:00 – 2:30 p.m.	<b>Transcript Format – Speaker Identification</b>	❖ Review and Approve Proposed Guidelines	Ms. Julie Peak and Mr. Tom Pringle, Members of the Reporting of the Record Task Force  Ms. Sharon Maher
	2:30 – 3:00 p.m.	<b>Transcript Format – Right Margins</b>	❖ Develop Recommendations	Ms. Sharon Maher
	3:00 – 3:15 p.m.	<b>Break</b>		
	3:15 – 4:15 p.m.	<b>Transcript Format - Certificate</b>	❖ Address Parked Issues and Finalize Recommendations	Ms. Sharon Maher
	4:15 – 5:30 p.m.	<b>Transcript Format – Headers and Footers</b>	❖ Develop Recommendations	Ms. Sharon Maher
	5:30 p.m.	<b>Adjournment</b>	❖ None	Administrative Presiding Justice James A. Ardaiz